



Pacific Southwest District 1540
Concordia Drive East Irvine, California
92612-3203
949.854.3232 or 888.773.5267
FAX: 949.854.8140

Draft

Job Title: School Assistant – LuTEC Norwalk

Reports To: Director LuTEC High Schools

Full Time, 12-month, Six hours a day. Four weeks of paid vacation. Full Benefits.

Summary: The micro-school model (ultimately 60 students at the Norwalk site) reimagines the traditional role of a school. The goal is to optimize time around what on-site Academic Learning Guides do best - relate to students, facilitate discussions, and recognize areas where students need coaching.

The School Assistant will serve as the primary face of the school to parents and students on a daily basis. S/he will handle the student information system (SIS - enrollment, attendance, payments, etc.), vendor relationships (including online platforms), marketing, recruiting, website and a variety of other tasks to keep the school functioning well. They will maintain strong personal relationships with all students and will participate in classroom management. They will interface closely with the Academic Learning Guide and coordinate the school schedule.

Key Qualities and Personal Attributes

- Highly Relational. Able to build a strong rapport, build trust and motivate the students for vocational success.
- Detail Oriented / Problem Solver. Able to handle a number of various administrative tasks and solve many different issues to help the school run well.
- Strong organizational skills.
- Strong verbal and written communication skills.
- Able to trouble-shoot simple technology issues and find solutions.



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Essential Responsibilities

- Relationships
 - Build relationships with students and families.
 - Regular follow up with students and families through a variety of channels to get feedback on their experience and ensure retention.
 - Exemplifies Christian conduct, attitude, and spiritual responsibility by extending love, warmth, and care.
- Marketing and Recruiting
 - Will serve as the public face of the school giving tours, answering questions and following up with parents and students to ultimately lead them towards enrollment.
 - Be active with stakeholders and in the Norwalk community being a good will ambassador for the school, championing the cause of LuTEC enthusiastically and with great passion.
- Administrative
 - Handle a variety of communicates channels including newsletters, emails, phone calls, social media, web sites, etc. in a professional manner.
 - Keeps accurate records in the SIS.
 - Coordinate school events and calendars.
- Other Activities
 - Assist in the accreditation process.
 - Helps with effective classroom management to create a safe positive learning environment.
 - A growing follower of Jesus whose life reflects that commitment.
 - Views ministry within the church and school as a calling.
 - Expresses strong verbal / written communication skills and works cooperatively.
 - Customer service oriented; discreet about confidential information.
 - Capable of multi-tasking.
 - Presents a professional personal appearance and attitude.
 - Other duties as assigned by management.

Required work hours:

- Flexible during the school day coordinating coverage with the Academic Learning Guide during all school hours (7:30am to 4:30pm).
- Required attendance during student required time 10:00 to 2:00pm. Typically, the School Assistant will cover the 7:30am to 2:00 OR 10:00 to 4:30pm, (with half hour lunch, break).
- Flexibility is needed during evenings, Fridays and occasional weekends as demands and customers dictates.



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Education and Experience

- Active member of a Christian Congregation, LCMS strongly preferred.
- A minimum of three years of administrative experience.
- Experience and skilled in relationships with Middle and / or High School students.
- Experienced and highly capable in all Microsoft Office Products and Google Suite. Experience with Customer Management Software products.
- Demonstrable training and experience that reflects ongoing personal growth as a follower of Christ.
- A bachelor's degree is a plus.
- Bilingual in English and Spanish is preferred.

Physical Requirements

This position involves sedentary work, although occasionally engaged in standing, walking, sitting, climbing, stooping, kneeling and crouching. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sitting performed most of the time. Walking and standing are required occasionally. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; meeting with colleagues and others, as needed.

Employee Signature

Date

Director Signature

Date

Interested candidates should send a cover letter and resume to Todd Moritz at todd.moritz@psd-lcms.org.



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LuTEC High Schools

Mission:

LuTEC is the cutting edge, technology based, Christian high school network, providing an individualized and flexible education to all learners, focusing on relevant knowledge and skills for work or advanced studies in preparation for a career and life in service to their communities.

Vision:

To develop an innovative technology and Christian based education network available to all learners, focusing on each student's unique gifts and talents with guidance to follow their God given vocations in life. To prepare them for careers, college and life that will meet the needs of the 21st century and beyond.

Elevator Speech

In the Lutheran Tradition, saved by grace through faith. We have an individualized, personal approach for every family that is:

- **Technology Rich**
- **Educationally Relevant and Rigorous**
- **Career Ready**